

# YOUTH SERVICES POLICY

<b>Title:</b> Shift Differential Pay for Certain Job Classes <b>Next Annual Review Date :</b> 03/21/2015	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.65
	<b>Page 1 of 3</b>
<b>References:</b> Civil Service Rule 6.28; YS Policy A.2.2 "Pay Administration and Management"	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval :</b> 03/21/2014

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary .

## II. PURPOSE:

The purpose of this policy is to recruit job applicants and retain current employees by providing additional compensation for shift work and non-standard work hours.

## III. APPLICABILITY:

This policy shall apply to employees at Bridge City Center for Youth (BCCY) and Swanson Center for Youth (SCY), and the Office of Juvenile Justice (OJJ) Regional Probation and Parole Officers who occupy positions in the following jobs:

- Juvenile Justice Specialist 1;
- Juvenile Justice Specialist 2;
- Juvenile Justice Specialist 3;
- Juvenile Justice Specialist 4;
- Juvenile Justice Specialist 5; and
- Juvenile Justice Specialist 6;

**JJS' must be in a direct care position in order to qualify; those working in a JJS position outside of direct care shall not be afforded shift differential pay .**

- Corrections Juvenile Food Production Worker;
- Corrections Juvenile Food Production Supervisor; and
- Corrections Food Manager 1

#### IV. DEFINITIONS:

***Juvenile Justice Specialist (JJS)*** - Provides security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility .

***Shift Differential*** - A pay mechanism which may be utilized at the discretion of the Unit Head to compensate employees who work certain designated shifts, which means extra pay allowances made to employees who work nonstandard hours.

***Unit Head*** - Deputy Secretary, Facility Directors and Regional Managers

#### V. POLICY:

When funding is available and approved by the Appointing Authority (Deputy Secretary), the Office of Juvenile Justice (OJJ) will pay a shift differential of up to \$2.00 per hour for actual hours worked to employees who work on the shift referenced below in accordance with Civil Service Rule 6.28.

#### VI. PAY RATES:

Pay Rates shall be calculated as listed below .

##### **Juvenile Justice Specialists**

SHIFT	HOURS	PAY RATE
Evening	3 pm to 9 pm	Up to \$ 2.00 / Hour
Weekend Shift	11 pm Fri. to 11 pm Sun.	Up to \$ 2.00 / Hour
Holiday Shift	12 am to 12 pm Daily	Up to \$ 2.00 / Hour

##### **Food Services Staff**

SHIFT	HOURS	PAY RATE
Weekend Shift	11 pm Fri. to 11 pm Sun.	Up to \$ 2.00 / Hour
Holiday Shift	12 am to 12 pm Daily	Up to \$ 2.00 / Hour

#### VII. PROCEDURES:

Payment of shift differential for certain job classes may be implemented by the appropriate Unit Head for recruitment and retention purposes following the approval of the Undersecretary and the Department of State Civil Service

(DSCS).

1. Shift differential schedules shall be implemented uniformly within each unit and on a non-discriminatory basis.

2. Shift differential may, at the discretion of the Unit Head, be paid at the existing “holiday/weekend” rate to employees who are required to work when a unit is declared officially “closed” (essential personnel only) because of an emergency or natural disaster .
3. Requests for new shift differential applications or changes to existing rates may be sought by the Unit Head. Such requests shall be submitted to Public Safety Services (PSS) Human Resources (HR) for review and forwarding to the Undersecretary for approval .

**Previous Regulation /Policy Number :** A.2.65

**Previous Effective Date :** 02/07/2013



**Attachments/References :** [Request for Employee Actions \(REA\).docx](#)